

Message Text

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C O N F I D E N T I A L STATE 106579

E.O. 11652:GDS

TAGS: OVIP (RUSH, KENNETH)

SUBJECT: DESEC VISIT TO EUROPE - SECRETARIAT REQUIREMENTS

1. EXECUTIVE SECRETARIAT (S/S) TEAM CONSISTING OF FSO
LIONEL ROSENBLATT AND SECRETARIES KATHLEEN DALY AND KAREN
BOWDEN WILL SUPPORT DEPUTY SECRETARY'S VISIT TO EUROPE
ARRIVING ON THE DEPUTY SECRETARY'S PLANE. PLEASE ASSIGN
AN FSO TO S/S BEGINNING TEAM'S ARRIVAL WHO SHOULD MEET
S/S AT AIRPORT AND WORK WITH TEAM THROUGHOUT THE VISIT.
PLEASE PROVIDE NAME OF S/S CONTROL OFFICER BY CABLE
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SLUGGED FOR S/S. ONE TOP SECRET CLEARED SECRETARY SHOULD

BE AVAILABLE ON TWENTY-FOUR HOUR BASIS. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE TEAM.

2. IF NOT ALREADY FURNISHED, POSTS SHOULD PROVIDE A FINAL SCHEDULE TO THE DEPARTMENT, ATTN. S/S, BEFORE MAY 24. THIS SCHEDULE SHOULD THEN BE UPDATED BY CABLE TO THE DEPUTY SECRETARY'S PARTY AS CHANGES BECOME NECESSARY.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. ON ARRIVAL, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE DEPUTY SECRETARY AND MRS RUSH TO APPROPRIATE INDIVIDUALS.

3. ADMINISTRATIVE AND VEHICLE ARRANGEMENTS HAVE BEEN COVERED IN A SEPARATE CABLE (STATE 97795).

4. AT ALL REPEAT ALL STOPS S/S WILL SET UP AT THE EMBASSY. COURIERS WILL BE REQUIRED TO LINK THE S/S OFFICE WITH THE DEPUTY SECRETARY. POST SHOULD PROVIDE TWO TOP SECRET CLEARED COURIERS, ONE ON STAND-BY AND THE OTHER AVAILABLE IN THE S/S OFFICE, ON A TWENTY-FOUR HOUR BASIS.

5 PLEASE FURNISH AT EARLIEST POSSIBLE DATE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF OFFICIAL PARTY.

6. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE DEPUTY SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

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B. ALL TRAFFIC FROM DEPARTMENT FOR THE DEPUTY SECRETARY OR HIS PARTY WILL BE SLUGGED TODEP. OUTGOING CABLES TO DEPARTMENT FROM THE DEPUTY SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED DEPTO. ALL DEPTO CABLES WILL BE SIGNED RUSH AND MUST BE CLEARED BY S/S-S, LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE DEPUTY SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TODEP/ DEPTO TRAFFIC AND OF ALL CABLES FOR DEPUTY SECRETARY'S PARTY. S/S WILL GIVE POSTS, MEMBERS OF DEPUTY SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TODEP AND DEPTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN DEPUTY SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND DEPUTY SECRETARY'S NEXT STOP GIVING THE LAST DEPTO AND TODEP NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING DEPTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO DEPUTY SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN DEPTO SERIES. INCOMING TODEP CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10 1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TODEP/DEPTO-NODIS 5 AND EXDIS 10 COPIES, TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TODEP/DEPTO-LIMDIS, ALL OTHER TODEP/DEPTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S
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(15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF DAILY SPECIAL SUMMARIES FOR THE DEPUTY SECRETARY WILL BE SENT SEPTEL.

7. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING);

B. TICKER SERVICE SUCH AS UPI, AP OR REUTER NEEDED ON 24-HOUR BASIS. FIVE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600

EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. SECRETARIAT OFFICERS SHOULD NOT HAVE TO EDIT PACKAGES FURTHER BEFORE SUBMITTING THEM TO THE DEPUTY SECRETARY AND OTHER READERS. OFFICER ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS

SHOULD CONFER WITH THE SECRETARIAT OFFICER IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

C. COPIES OF ENGLISH LANGUAGE NEWSPAPER SHOULD BE MADE AVAILABLE TO DEPSEC & MEMBERS OF PARTY. FIVE COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON DEPUTY SECRETARY SHOULD BE POUCHED DEPT. TO ATTN. OF S/S-S AFTER DEPARTURE OF PARTY.

E. POST SHOULD INSURE THAT A USIS PHOTOGRAPHER WILL BE AVAILABLE WHEN APPROPRIATE.

8. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD TO WORKING WITH YOU. RUSH

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